

NOTICE: This application form is authorized by section 283.37, Wis. Stats., and Chapters NR 151 and 216, Wis. Adm. Code. Personally identifiable information on this form may be used for other program purposes and may be made available to requestors under Wisconsin's Public Records laws and be posted on the Department's Internet site.

**Instructions:** Complete the following for all permit applications. If additional space is needed to respond to a question, attach additional pages. Provide descriptions below that explain the program activities that you expect to develop and implement to comply with the Municipal Separate Storm Sewer System (MS4) general permit (<http://dnr.wi.gov/org/water/wm/nps/stormwater/muni.htm>). Section 3 of the MS4 general permit contains the compliance schedules that direct when the individual program activities need to be developed and submitted to the Department for review. The detailed programs that are developed and submitted to the Department for review may deviate from the program activities described below if necessary. The descriptions provided below are necessary for the Department to verify that the municipality's program activities comply with the permit.

**Section I: Applicant Information**

Name of Municipality  
**City of Waupun**

Mailing Address  
**201 Main Street**

City  
**Waupun**

State  
**WI**

Postal Code  
**53963**

County(s) in which Applicant is located  
**Dodge & Fond du Lac**

Type of Municipality: (check one)

☐ County ☒ City ☐ Village ☐ Town ☐ Other (specify)

**Section II: Local Contact Information (check one):**

Name of Municipal Contact Person  
**Gary Rogers**

Title  
**City Administrator**

Mailing Address  
**201 Main Street**

City  
**Waupun**

State  
**WI**

Postal Code  
**53963**

E-mail address  
**gary@cityofwaupun.org**

Telephone Number (include area code)  
**(920) 324-7919**

Fax Number (include area code)  
**(920) 324-7939**

**Section III: Water Quality Concerns**

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (An unofficial list of ORWs and ERWs may be found on the Department's Internet site at: <a href="http://dnr.wi.gov/org/water/wm/wqs/">http://dnr.wi.gov/org/water/wm/wqs/</a> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of Wisconsin impaired waterbodies may be found on the Department's Internet site at: <a href="http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html">http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html</a> )

**Section IV: Area and Population Within the MS4**

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is the MS4 within an "Urbanized Area" as defined by U.S. EPA? (See <a href="http://www.epa.gov/npdes/pubs/fact2-2.pdf">http://www.epa.gov/npdes/pubs/fact2-2.pdf</a> )

If no, skip the rest of this section and continue to Section V. If yes, estimate the area served by and the population within the MS4 in an Urbanized Area (UA).

(Urbanized Area maps are available on the EPA web site at: <http://cfpub1.epa.gov/npdes/stormwater/urbanmaps.cfm>)

Total municipal area (in square miles):	Total municipal population (in year 2000):
MS4 service area within Urbanized Area (in square miles):	Municipal population within Urbanized Area (in year 2000):

**Section V: Potential Permit Exemption**

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Section NR 216.023, Wis. Adm. Code, allows certain MS4s that have less than 1000 people residing in an urbanized area to be waived from having to obtain municipal storm water permit coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you believe that the MS4 may be eligible for this potential exemption?

**Section VI: Summary of Municipal Storm Water Program Activities**

Describe the programs or activities the municipality is doing or will do to comply with the requirements of the MS4 general permit. Attach additional pages if necessary.

**A. Public Education and Outreach**

Describe the public education and outreach program activities that the municipality will implement to comply with section 2.1 of the MS4 general permit.

SEE ATTACHEMENT A

**B. Public Involvement and Participation**

Describe the public involvement and participation program activities that the municipality will promote to comply with section 2.2 of the MS4 general permit.

SEE ATTACHEMENT A

**C. Illicit Discharge Detection & Elimination**

Describe the illicit discharge detection and elimination program authority and activities that the municipality will develop and implement to comply with section 2.3 of the MS4 general permit.

SEE ATTACHEMENT A

**D. Construction Site Pollution Control**

Describe the construction site pollutant control program authority and activities that the municipality will develop and implement to comply with section 2.4 of the MS4 general permit.

SEE ATTACHEMENT A

**E. Post-Construction Site Storm Water Management**

Describe the post-construction storm water management program authority and activities that the municipality will develop and implement to comply with section 2.5 of the MS4 general permit.

SEE ATTACHEMENT A

**F. Pollution Prevention**

Describe the pollution prevention program activities that the municipality will implement to comply with section 2.6 of the MS4 general permit.

SEE ATTACHEMENT A

**Section VII: Certification**

Certification: I hereby certify that I am an authorized representative of the municipality that is the subject of this application for general permit coverage, and that the information provided is true and complete, to the best of my knowledge. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Name

**Gary Rogers**

Title

**City Administrator**

Signature

Date Signed

*Gary Rogers*  
**6-12-06**

E-mail address

**gary@cityofwaupun.org**

Telephone Number (include area code)

**(920) 324-7919**

Fax Number (include area code)

**(920) 324-7939**

Return this completed form to:

Wisconsin Department of Natural Resources  
Storm Water Program – WT/2  
PO Box 7921  
Madison, WI 53707-7921

**City of Waupun**  
**ATTACHMENT A:**  
**Notice of Intent to Apply for Coverage Under MS4 General Permit**

**A. Public Education and Outreach**

The city has not developed a formal Public Education and Outreach program meeting the requirements of Section 2.1 of the MS4 general permit.

In the interim, specific Public Education and Outreach activities that will be conducted by the city in 2006 are listed below.

1. Newspaper Column: The city's mayor has a regular column in the local weekly newspaper (*Action Advertiser*). The column relates city issues and current topics to the local citizens. Two times a year an article will focus on stormwater pollution issues as related to the City of Waupun.
2. Web page information: The city maintains a municipal web page ([www.cityofwaupun.org](http://www.cityofwaupun.org)). The web page currently includes citizen information on stormwater issues.
3. Utility Newsletter: The Waupun Utilities included informational inserts with their monthly bills. The City of Waupun will include at least 1 stormwater related informational piece per year with the utility bill insert.
4. Rock River Coalition: The stated mission of this non-profit organization is: "to educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural and economic resources of the Rock River Basin." The City of Waupun will become a financial supporter of this organization in 2007. The coalition's newsletter and activities help raise the public's awareness of Rock River water quality and related topics.

Goals:

1. The city will maintain the education and outreach tasks described above in 2006.
2. The city will develop a public education outreach program in compliance with Section 2.1 of the MS4 general permit, within the schedule specified in Section 3.1 of the MS4 general permit.

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**B. Public Involvement and Participation**

1. The city complies with all state requirements regarding public noticing of municipal meetings. The official newspaper of record is the *Fond du Lac Reporter*. Municipal business related to stormwater management will be properly noticed.

Goal: The city will meet compliance with the state and local public notice requirements.

2. In February of each year (beginning in 2008) the city will schedule a public hearing of the City Council to take comments on the city's Annual Stormwater Report as required under Section 3.10 of the MS4 General Permit.

Goal: Beginning with the first MS4 General Permit required annual report, the city will provide adequate public notice and take comments on the draft Annual Stormwater Report before finalizing and submitting the report to the WDNR.

The above activities describe the proposed public involvement and participation program to meet section 2.2 of the MS4 general permit, until the city receives further guidance from the WDNR.

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**C. Illicit Discharge Detection & Elimination**

The city currently does not have an explicit ordinance prohibiting the disposal of waste material into the city's stormwater collection system. Also, the city does not currently have formal illicit discharge response procedures.

The necessary ordinance, along with the illicit discharge response procedures, and dry weather screening procedures will be submitted to the WDNR within the 24 month schedule described in the "Compliance Schedule Summary" chart (page 18 of the MS4 General Permit).

**Goals:**

1. In 2006 and early 2007, the city will develop and adopt an Illicit Discharge Ordinance meeting the requirements of Section 2.3 of the MS4 general permit.
2. In 2007 the city will prepare a description of the illicit discharge response procedures for submittal and review by WDNR.
3. In 2007 the city will develop a schedule for conducting dry weather screening in compliance with its MS4 general permit.

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**D. Construction Site Pollution Control**

Existing City Ordinance

In 2003 the city prepared a construction site pollution control ordinance based on the model ordinance language of NR 152. This draft was prepared under an Urban Nonpoint Source & Storm Water Management Grant (USP-UR12-14292-02). The ordinance was reviewed by the WDNR (John Pfender). This ordinance was adopted by the Waupun City Council on February 8, 2005 (Chapter 23). The ordinance meets or exceeds the minimum requirements of NR 151.

Current Ordinance Enforcement Procedures

1. The City Building Inspector reviews land disturbing permit applications for compliance with Chapter 23.
2. Inspections during the construction phase are conducted by the City Building Inspector (city has a single staff person for this task).
3. Violations of the city ordinance and enforcement actions follow procedures specified in Chapter 23.
4. The city conducts about 15 erosion control plan reviews per year.

The city believes that the current ordinance meets the MS4 general permit requirements of Section 2.4

Goals:

1. In 2006, the city will verify with the WDNR that the existing ordinance meets all MS4 permit requirements.
2. Starting in 2007 the city will implement a system to track and document the erosion control permits applications, reviews, inspections, and enforcement action. This data will be submitted to the WDNR as part of the city's annual report starting in 2008.

**City of Waupun**  
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**E. Post-Construction Site Storm Water Management**

Existing City Ordinance

In 2003 the city prepared a post-construction stormwater management ordinance based on the model ordinance language of NR 152. This draft was prepared under an Urban Nonpoint Source & Storm Water Management Grant (USP-UR12-14292-02). The ordinance was reviewed by the WDNR (John Pfender). This ordinance was adopted by the Waupun City Council on February 8, 2005 (Chapter 22). The ordinance meets or exceeds the minimum requirements of NR 151.

Current Ordinance Enforcement Procedures

1. The stormwater management plans for a site are submitted to the city and reviewed by a private engineer.
2. Upon approval of the plan the city issues a permit.
3. Inspections are conducted by the city inspector.
4. The city requires the developer to provide an "as-built" survey of the permanent stormwater management practices upon completion of the project.
5. The city owns and maintains practices that serve multiple properties (generally residential developments or the business park). Practices that serve a single property (generally commercial) are privately owned and maintained.
6. The city inspects the publicly owned practices annually.

The city believes that the current ordinance meets the MS4 general permit requirements of Section 2.5

Goals:

1. In 2006, the city will verify with the WDNR that the existing ordinance meets all MS4 permit requirements.
2. Starting in 2007 the city will implement a system to track and document the stormwater management permit applications, reviews, inspections, and enforcement action. This data will be submitted to the WDNR as part of the city's annual report starting in 2008.

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**F. Pollution Prevention**

**Current City Activities**

1. **Stormwater Management Plan:** In December, 2003 the city completed a comprehensive stormwater management plan. This plan was partially funded under an Urban Nonpoint Source & Storm Water Management Grant (USP-UR12-14292-02). The plan addressed both stormwater conveyance system capacity issues and stormwater pollution reduction. As a part of the project a pollution loading analysis (WinSLAMM) identified the current of pollution control achieved by the city's management activities (current street sweeping program). Also, the plan evaluated alternative structural management practices that could achieve the 20% and 40% sediment reductions as required under Section 2.7 of the MS4 permit.
2. **Street Sweeping:** The city owns an Elgin Whirlwind street sweeper. Currently all city streets with curb and gutter drainage are cleaned once every two weeks between April and November (annual start and stop times are weather dependent). Materials are disposed of on city property near the city's public works yard. Leaves picked up in the Fall are composted.
3. **Storm Sewer Catch Basins:** City storm sewers do not have catch basins with sumps. Debris that does collect in the inlets is cleaned out annually, if possible, with a vac-truck; and then the pipes are jetted.
4. **Winter Road Ice Management:** The city does not have a clear policy on rates for salt and sand application.
5. **Yard Waste Pickup:** The city provides curb-side pick up of yard waste in the spring and fall of the year. The yard waste is composted by the city and made available to the residents. A yard waste drop off site is also available to residents year-around.
6. **Municipal Lawn Care:** The city parks and lawn maintenance is administered by the Department of Public Works. Application of lawn fertilization is limited to athletic fields only. Broadleaf weed control is conducted only on an as-need basis (generally 2-3 applications per season). Limited herbicide quantities are stored in a building on the Public Works Yard site. All herbicide applications is by a licensed applicator. The pesticide applications are conducted cooperatively with the Waupun School District.
7. **Public Works Yard:** The site has not had a stormwater pollution prevention plan conducted at this time.
8. A staff training program for stormwater pollution prevention has not been conducted.

**Goals:**

1. Within 24 months of receipt of the MS4 general permit; the city will review its municipal pollution prevention activities in accordance with Section 2.6 of the permit and develop a written plan for submittal to the WDNR.
2. Within 30 months of receipt of the MS4 general permit, the city will implement the pollution prevention plan.